


HRMS Organizational Management

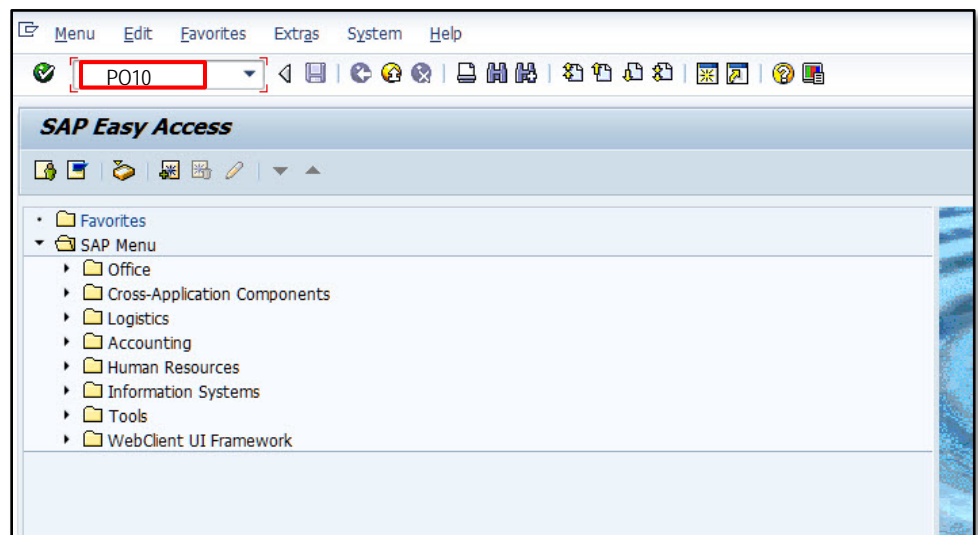
Delimit Organizational Unit

The Organizational Management (OM) Processor uses this procedure to delimit an Organizational Unit using transaction code PO10.

IMPORTANT-PLEASE READ!!

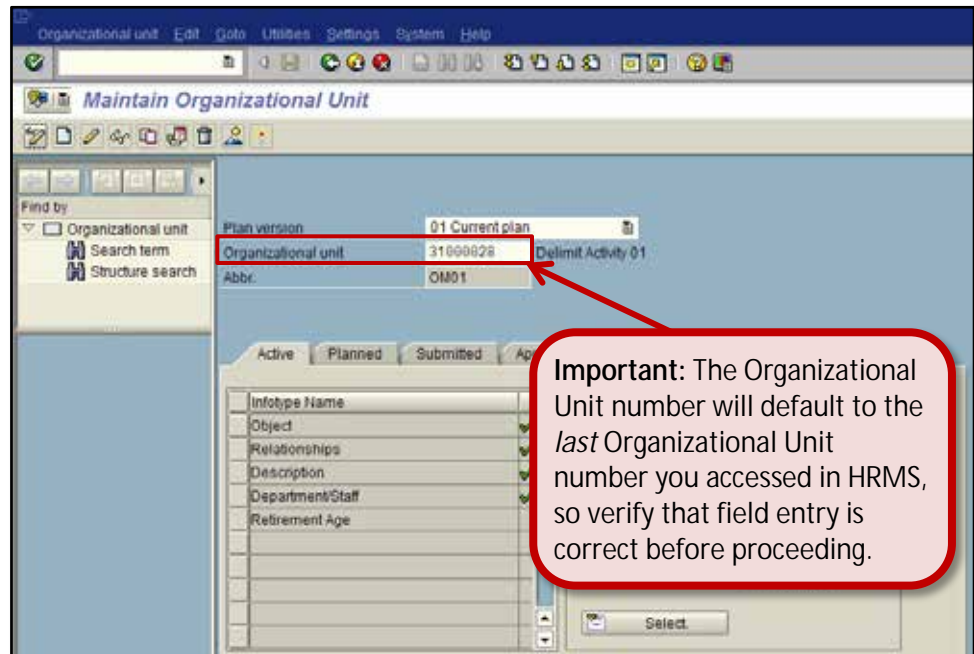
- Organizational Unit must exist with all required infotypes.
- Click  **Overview** for an overview of all actions associated with the **Relationships** (1001) to ensure there are no active relationships. Active relationships are indicated by an end date of 12/31/9999.
- The following active relationship types must to be moved to another active Organizational Unit:
 - B002 (Is line supervisor of) reflects the Organizational Unit.
 - B003 (Incorporates) reflects the assigned Position numbers.

1. Enter transaction code **“PO10”** in the Command field and press **Enter**,
OR
Follow the menu tree:
Human Resources→
Organizational Management→
Organizational Unit.



Delimit Organizational Unit (cont.)

2. Enter the correct Organizational Unit number in the **Organizational Unit** field.



Plan version: 01 Current plan

Organizational unit: 31000028 Delimit Activity 01

Abbr.: OM01

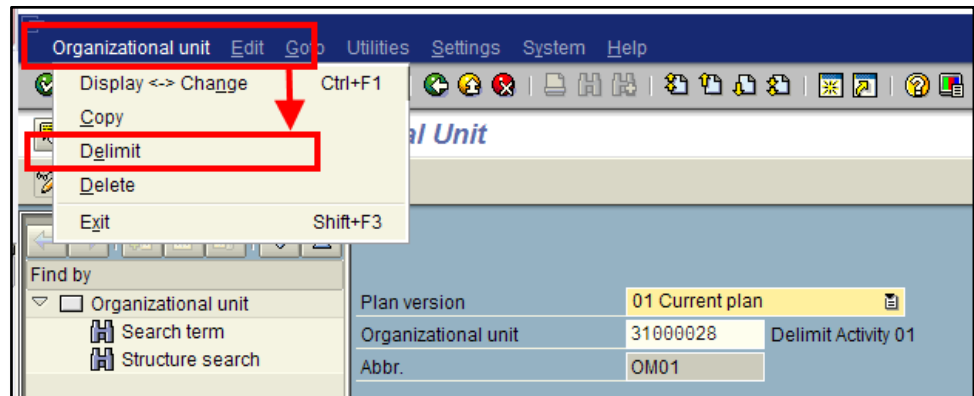
Active | Planned | Submitted | Ap

Infotype Name
Object
Relationships
Description
Department/Staff
Retirement Age

Select.

Important: The Organizational Unit number will default to the *last* Organizational Unit number you accessed in HRMS, so verify that field entry is correct before proceeding.

3. On the menu bar, select **Organizational unit** and then **Delimit**.



Organizational unit | Edit | Goto | Utilities | Settings | System | Help

Display <-> Change Ctrl+F1

Copy

Delimit

Delete

Exit Shift+F3

Find by

Organizational unit

Search term

Structure search

Plan version: 01 Current plan

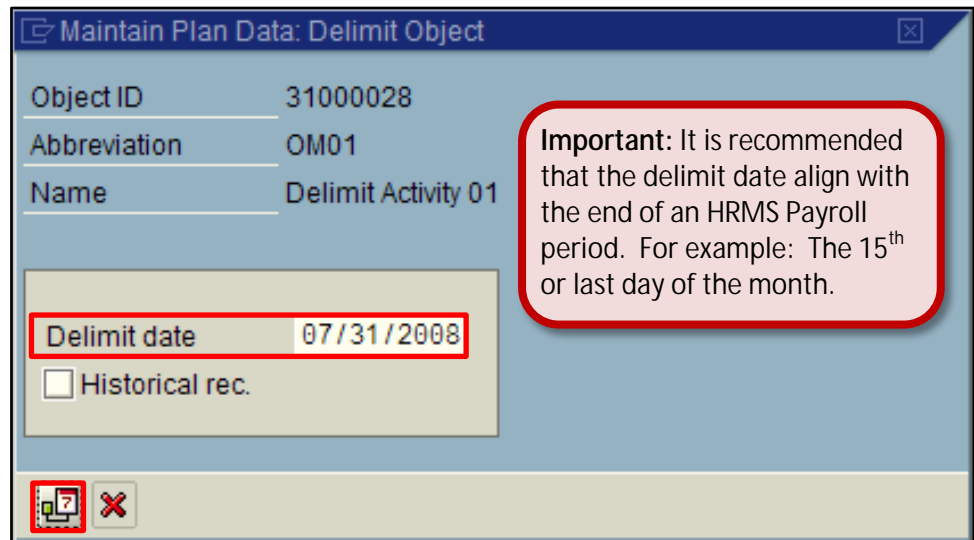
Organizational unit: 31000028 Delimit Activity 01

Abbr.: OM01

4. Enter the **Delimit Date**.

5. Click  **Delimit** to assign an end date to the record.

Delimit date: The last day the Organizational Unit is active.





Object ID: 31000028

Abbreviation: OM01

Name: Delimit Activity 01

Delimit date: 07/31/2008

☐ Historical rec.

Important: It is recommended that the delimit date align with the end of an HRMS Payroll period. For example: The 15th or last day of the month.

Delimit Organizational Unit (cont.)

6. Click the **Yes** button to complete this transaction.

This completes the transaction to Delimit an Organizational Unit.

